

Name of business/owner
Number
Road/Street
Town
County
Postcode

**Your house name/
number**
Road/Street
Town
County
Postcode

Date

Dear

Ref – Subject/ref number

I refer to my letter dated **give date** to which I have received no satisfactory response. I have enclosed a copy of the letter.

I must now give you notice that unless my complaint has been resolved by **insert date** you will leave me no alternative but to issue a claim to the County Court and seek redress through the Small Claims Track.

I therefore look forward to hearing from you before this date.

Yours faithfully

Sign and print your name here